

CHECKLIST
FOR APPLICATION FOR STATE LICENSE
AS A NATUROPATHIC DOCTOR
ND-102 (New 11/04)



Bureau of Naturopathic Medicine
P.O. Box 980490, West Sacramento, CA 95798-0490
Telephone: (916) 445-8692 TDD: (916) 322-1700
Website: www.naturopathic.ca.gov

CHECKLIST

Please use this checklist to ensure your application is complete before submitting to the Bureau of Naturopathic Medicine. Failure to provide any of the requested information may result in the application being rejected as incomplete.

FORMS

- ☐ Form ND-100 - Application for State License as Naturopathic Doctor. Must include recent photograph 2" x 2" (approximate size) passport quality photograph of your head and shoulders. Photograph should be affixed to the area indicated on the application form. Application must be notarized.
- ☐ Form ND-103 – Verification of License/Registration/Certification in Another State (if applicable). Send form to each state that has issued you a professional license, registration, or certification in healing arts. Fax transmissions will not be accepted.

WRITTEN EXAMINATION VERIFICATION

- ☐ North American Board of Naturopathic Examiners (NABNE) NPLEX Part I (or waiver) – Basic Science and Part II – Clinical Science scores. To request **official transcripts** of your NPLEX scores, contact NABNE at Postal Mailbox 321, 9220 SW Barbur Blvd., Suite 119, Portland, Oregon 97219-5434; telephone (503) 778-7990. Your **official transcripts** must be sent directly by NABNE to the Bureau of Naturopathic Medicine.

Or

- ☐ Pre-NPLEX (prior to 1986). Graduated from an approved naturopathic medical school prior to January 1, 1986 and passed a naturopathic licensing examination administered by another state. The Bureau will only consider this option for applicants applying for licensure through December 31, 2007. You must contact the state's examination administrators to have your official results sent directly to the Bureau of Naturopathic Medicine.

OFFICIAL TRANSCRIPT FROM NATUROPATHIC MEDICAL SCHOOL

- ☐ Official transcripts from the approved naturopathic medical school(s) of attendance. You must contact the school(s) to request your official school transcripts. Official transcripts must be embossed with the registrar's seal and must be sent directly from your school to the Bureau of Naturopathic Medicine. The Bureau will not accept a student's copy of the transcripts. For a listing of the approved schools, refer to Publication NAT-02 - Listing of Approved Naturopathic Medical Schools.

NATUROPATHIC MEDICAL SCHOOL DEGREE/DIPLOMA

- ☐ A copy of your degree/diploma received from an approved naturopathic medical school. Please submit the copy with your application. For a listing of the approved schools, refer to Publication NAT-02 - Listing of Approved Naturopathic Medical Schools.

PHARMACOLOGY TRAINING

- ☐ If you intend to furnish or order drugs (Schedules III-V), you must submit written evidence that you have received at least 48 hours of pharmacology instruction (which includes pharmacokinetic and pharmacodynamic principles and properties of the drugs to be ordered or furnished). Instruction must have been received by one of the following:
- ☐ (A) An approved naturopathic medical school;
 - ☐ (B) An institution of higher learning that offers a baccalaureate or higher degree in medicine, nursing, or public health; or
 - ☐ (C) An educational institution or provider with standards and course content that are equivalent to the instruction provided by (A) or (B), as determined by the Bureau.

FINGERPRINT PROCEDURES

Before the Bureau issues a license, clearances must be received from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Two methods are available to complete the fingerprint requirement:

- ☐ **A. Live Scan Process**
For applicants residing in or near California, please use this process. On average, Live Scan results are received within two weeks.
- Live Scan Procedures
1. Complete the Request for Live Scan Services form (BCII 8016).
 2. Take the completed form (in triplicate) to a Live Scan site and pay the applicable fees.
 3. Submit the **second copy** of the form with your license application.
- Visit www.caag.state.ca.us/fingerprints/publications/contact.pdf or contact the Bureau at (916) 445-8692 to locate a Live Scan site near you. Hours of operation and rolling fees vary, so please contact the Live Scan site directly for information.
- Or**
- ☐ **B. Fingerprint Cards**
If you reside outside California or are unable to obtain Live Scan services, you must use the manual fingerprint card process. Please contact the Bureau at (916) 445-8692 or e-mail us at naturopathic@dca.ca.gov to obtain fingerprint cards. Results from the manual card process can take up to 24 weeks.

Manual Fingerprint Process

1. Contact the Bureau to obtain two fingerprint cards.
 2. Complete all applicable areas on both cards (refer to instruction sheet included with the cards).
 3. Take the completed cards to a local law enforcement office to have your fingerprints rolled.
 4. Submit both fingerprint cards (with applicable fees) to the Bureau with your license application.
- DO NOT FOLD CARDS.**

The Bureau will not be able to process your application without both completed fingerprint cards.

A license will not be issued until fingerprint clearances from both DOJ and FBI are received.

FEES

Please submit a check or money order in the amount of \$400.00 with your application. For out-of-state residents who are unable to obtain Live Scan services, please submit a check or money order in the amount of \$456.00 and fingerprint cards with your application. Make checks or money orders payable to the Bureau of Naturopathic Medicine.

- ☐ \$400 Application Processing Fee (non-refundable).
- ☐ \$ 56 Fingerprint Cards for out-of state residents (non-refundable). See *B. Fingerprint Cards* above.

Upon approval of your application for licensure, you will be required to submit an initial licensing fee of \$800.00. This fee is in addition to the fees listed above and must be received before the Bureau will issue you a Naturopathic Doctor's license.

DOCUMENTS AND/OR LETTERS EXPLAINING 1) DISCIPLINARY ACTION(S) AND/OR, 2) IMPAIRMENTS OR LIMITATIONS, AND/OR 3) PRIOR CONVICTION(S) AND ATTESTING TO YOUR REHABILITATION, IF APPLICABLE

If any of these situations apply to you, you must submit the required documentation with your application. Refer to the application instructions for further information.

- ☐ 1. Reporting Discipline Against License(s)
- ☐ 2. Reporting Impairment(s) or Limitation(s)
- ☐ 3. Reporting Prior Conviction(s)

NOTIFICATION

Your application will be considered complete once all required forms, documentation, fingerprint clearances, and appropriate fees have been received and approved. You should be notified of the status of your application, generally, within 60 days from the date your application is received by the Bureau. However, the Bureau is allowed up to 100 working days to inform you of the status of your application.